



ADVANCE
LEARNING
PARTNERSHIP

HR and Payroll Assistant

Advance Learning Partnership

Whitworth Road, Whitworth Lane, Spennymoor, DL16 7LN.

Tel: (01388) 825285.

E-mail: alpadmin@alplearning.org.uk

Website: www.alplearning.org.uk

CEO: Mr K Simpson.

Salary: Grade 4 SCP 5-8. £19,312 to £20,493 Pro Rata.

Hours: 37 Hours per week.

Contract type: Permanent, Term Time + 5 days.

Required: 1st September 2021.

Location: Required to work across all schools within the ALP family of schools.

We are looking for a highly organised individual to join our growing HR team. The candidate will support HR, payroll and pension services for all employees within the Trust.

Application: *Application forms and further details can be found via the Trust Website. Pre-application discussions welcome.*

Completed applications to be returned to alphr@alplearning.org.uk.

Closing date for applications: *Monday 21st June 2021, 9am.*

Interviews: *W/C Monday 21st June 2021.*

We are committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS check and appropriate references.